

Suitability Check

The suitability check is your responsibility to initiate and complete. The purpose of the suitability check is to ensure that you undergo the appropriate type of investigative process and fulfill the requirements under Executive Order 10450, Security Requirements for Government Employment, and the Code of Federal Regulations (CFR) 5 Parts 731 and 732.

If you work with GFDL please follow their procedures. See the following website: [GFDL](#)

If you work with ESRL please follow their procedures. See the following website: [ESRL](#)

If you work with NCEP please follow their procedures: See the following website:

If you are unsure of how to complete this process, you should contact your Trusted Agent for more information. To determine your Trusted Agent please go to this link: [TA](#)

Assumptions:

All users must have a NACI for access to R&D HPCS. All users with a CAC have a NACI. Both US Citizens and Foreign Nationals must submit an application to E-QIP.

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The security package should be received by OSY at least two weeks prior to the user's start date.

Forms required to be completed:

US citizen or lawful permanent resident aliens

Security Coversheet FD-258 Fingerprint Cards (quantity 2) OF-306 Declaration of Federal Employment e-QIP invitation (user is given 7 business days to complete investigation questionnaire) CD-591 (if PIV/CAC is required)

Foreign National

If you are a foreign national, please follow the deemed export process located at this link [FN](#).

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Why submit an OF-306, Declaration for Federal Employment?

- This form is used to assess fitness for Federal contract employment (Pre-screening)
- Answers on the form are used in the fitness/suitability process, along with the FBI fingerprints results
- Revised version is October 2011, previous editions are obsolete and unusable

Issues on the OF-306 that will cause a delay:

- • Full name was not provided by contractor employee
- • Middle name was not indicated if "Initial only"
- • Middle name was not indicated "No Middle Name" if no middle name
- • Selective Service Registration left blank or unanswered

For questions 9, 10, and 11, the answers should include convictions resulting from a plea of no contest, but omit (1) traffic fines of \$300 or less, (2), (3), (4) [look at the form for the other]

- • For questions 9 - 13, if YES, explain in 16

The form was not signed and dated

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